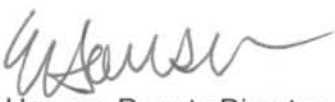


Memorandum

To: Honorable Jerome E. Horton, Chairman
Honorable Michelle Steel, Vice Chair
Honorable Betty T. Yee, First District
Senator George Runner, Second District
Honorable John Chiang, Controller

Date: February 9, 2012

From : 
Liz Houser, Deputy Director
Administration Department

Subject : **February 2012 Sacramento Board Meeting Agenda**

The Administration Department requests the following item(s) be placed on the Board's February 28-29, 2012 Sacramento meeting calendar under "P. Other Administrative Matters."

P. Other Administrative Matters

P5. Administration Deputy Director's Report.....Ms. Liz Houser

1. **Headquarters Facility Update** - A general update may be provided.
2. **San Diego Facility** - A general update may be provided.
3. **Budget Update** - Information will be provided on the Governor's 2012/13 Budget and the budget impact of BOE proposals from prior fiscal years.

LH:lk

Attachment

cc: Ms. Regina Evans-Jarrett
Mr. Joel Angeles
Mr. Alan LoFaso
Mr. Sean Wallentine
Ms. Marcy Jo Mandel

I approve: 

Kristine Cazadd,
Executive Director

Item P5